NFP Alumni Directory – Authentication Instructions

Thank you for submitting your information to the NFP’s Alumni Directory! This document contains instructions for authenticating to JHU’s secure servers so you can view the directory.

Rather than creating a new login and password for our website, authentication is done through the email address you signed up with (the one this email was sent to). If you’ve ever used “Sign in with Google / Facebook / Apple” on a webpage, this is the same process. JHU doesn’t ever see your password—instead, it gets passed a token from your email provider that confirms your login.

The initial authentication process has a few steps, which will vary depending on your email provider. See below for details.

If there is an error in your directory listing or you’d like to update your information, please send an email to nfp@jhu.edu.

Authenticating your Email Address

1. Once we add your email address into the system, you will receive an authentication email from Microsoft titled ‘Microsoft Invitation’.

2. Click Accept Invitation in the email. (Note: if you have an active JHED ID, you may wish to open this link in an incognito window or another browser to avoid login conflicts.)
3. This will take you to a JHU login page. Enter the non-JHU email address that this email was sent to. (Note: If you have signed up with an @alumni.jh.edu address, that will work, but active JHED credentials will not grant access to the directory.)

![Image of a login page with fields for non-JHU email address and sign-in options.](image)

4. You will be prompted to authenticate through your email provider. Depending on your settings, this may involve two-factor authentication. If you are prompted to “Review permissions” to allow Johns Hopkins to sign you in, choose Accept.

![Image of a review permissions screen for Google.](image)
5. Enter your email address again to login. This time, JHU/Microsoft will ask you to set up two-factor authentication with the Microsoft Authenticator. If you have this app already, you’re welcome to use it, a different authenticator app, or choose I want to set up a different method to use a text message instead.

![Microsoft Authenticator](image)

6. That’s it! Once this process is complete, you will be re-directed to the NFP Alumni Page, where you can click through to visit the directory. The next time you return, the sign-in process will be much simpler.

7. If you run into problems during this process, please let us know at nfp@jhu.edu.